Title: Define Support Activity Criteria	**Process Number**
Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)	**UM.3.1**

1. Process Definition *Provide an overview of the process and define its starting and ending points*

1.1 Starts With	Determine need for supplemental activity not addressed by existing land use contract or control processes.
1.2 Process Overview	The criteria to fill gaps between the MU Plan and actual use are identified. Specifics are defined for what, where, when, how, completion metrics, and any other relevant terms and conditions. A decision is made as to which organization will perform the activity (e.g. other governmental entity, externally-contracted organization, Tribe, or internal program resources).
1.3 Stops With	Identify the organization and requirements to fulfill the supplemental need(s).

2. Trust Business Objectives *Identify the Comprehensive Trust Model strategic goals and business objectives to which this process contributes.*

Goal/Objective
GOAL 4: LAND AND NATURAL RESOURCES MANAGEMENT THAT MAXIMIZES RETURN WHILE MEETING BENEFICIARY DESIRES
OBJECTIVE 4.1: LAND AND NATURAL RESOURCE ASSET PLANS AND STEWARDSHIP STRATEGIES - Develop land and natural resource asset plans and stewardship strategies.
OBJECTIVE 4.2: PRESERVATION AND PROTECTION OF LAND AND NATURAL RESOURCE ASSETS - Preserve and protect the long-term viability of land and natural resource assets consistent with fiduciary duties and with the beneficiaries' intended use of the assets.
OBJECTIVE 4.3: LAND AND NATURAL RESOURCE ASSET BUSINESS MANAGEMENT Manage land and natural resource assets effectively and proactively to obtain

3. How should Beneficiaries be involved in this process?

Beneficiary Involvement
A beneficiary may be consulted during the development of support criteria.

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4. Organizations, Offices and Roles. *Identify the DOI organizations and related roles that should be involved in performing the process.*

4.1 DOI Organizations. *Identify the DOI organizations, offices and individual roles that contribute to this process.*
DOI organizations include the Office of the Secretary, BIA, OST, BLM, MMS, OHA, OSM among others.
Offices include Central Offices, Regional Offices, Agency(Field) Offices, etc.
All individual roles that contribute, in a significant manner, should be identified.

Organization	Office	Role	Contribution
BIA	Agency or Regional Office		Establish priorities for support activities as necessary to support wide-area and MU plan objectives. Prepare annual action plans for land operation activities. Prepare realty action plans for realty activities.
Tribe	Tribal Program Office		May review and recommend support activities as necessary to support wide-area and program plan objectives.
Tribe	Tribal Administration Headquarters		Approve action plans for support activities.
Compacted or Contracted Tribe	Tribal Office		Perform all DOI functions except those considered inherently federal.

4.2 External Organizations. *Identify the non-DOI organizations that support the execution of or contribute to this process.*

External Organization	Contribution
USDA – Farm Services Agency (FSA)	Provide for USDA funding of conservation measures on Indian lands within conservation districts to eligible cooperators. Assist local working cooperator groups and district boards to set conservation funding priorities.

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External Organization	Contribution
USDA - Natural Resource Conservation Service (NRCS)	Provide technical planning and design of conservation measures. Determine if USDA funded conservation practices are properly constructed or implemented.

5. Event(s) *Identify the events or conditions that start the process. Describe each event and indicate the frequency (daily, monthly, quarterly, etc.) in which each event is expected to occur. An event may be an external interaction (a beneficiary submits an application), the expiration of a period of time (a lease is due to expire in 90 days), or the realization of some pre-defined threshold (an IIM account reaches the automatic disbursement threshold).*

Event	Description	Estimated Frequency
Wide-area and Management Unit planning	Planning will establish goals and objectives with associated tactical requirements to meet those objectives.	5-10 year cycle
Land use contracts	Completed agreements contain provisions for use requirements	1-25 year cycle
Assessment Report	Assessment reports may determine need for reclamation or other conservation measure application.	Annually

6. Inputs and Outputs. *Identify and describe all inputs and outputs related to this process. Inputs are information or materials used during the execution of the process; outputs are materials or information produced by the process.*

6.1 Inputs

Input	Description
Wide-area plan	Wide Area Plan provides general land use goals, objectives and actions steps to meet desired outcomes.
Beneficiary intentions	Beneficiary may indicate restrictions or desired goals for the use of their land.

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6.2 Outputs

Output	Description
Support activity determinations and action steps	Once a review is performed of the wide area, program use plans and actions steps then operation plans or actions are initiated to accomplish individual land use management applications, conservation measures, etc.

7. Fiduciary and Legal Obligations and Controls

7.1 Obligations
Identify and describe the legal and fiduciary obligations that impact this process. For each obligation, indicate the document or commitment that defines the obligation and the citation (paragraph or section) within the document that pertains to this process.

Obligation	Source	Business Impact
See attached Schedule 1		

7.2 Controls
Identify and describe any controls (enforcement mechanisms) that may be used to ensure that the process adheres to obligations and internal process requirements. Controls may be reviews, audits, segregated duties, etc. Indicate the reason that each control should be introduced (name the obligation that a control is intended to enforce; indicate any controls required to ensure consistency or reliability).

Control	Reason	Description
None		

8. Mechanisms (Systems of Record) *Identify the mechanisms, or systems, that are needed to support the process (ex: Ownership, Leasing, Workflow Management, Office Filing System, etc.). Indicate the information and activities, relevant to this process, that each system supports.*

System Name	Support
DLRM	DOI-wide land resource management system.

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9. Inter-Process Relationships *Identify other trust processes that are related to this process (either predecessors or successors). If applicable, indicate the condition under which the processes are related.*

9.1 Predecessors. *Predecessors are processes that either produce information required by this process or that result in the need to execute this process.*

Process No.	Name	Condition of Relationship
UM.4.3	Assess Management Unit Use	From land use assessments, there may be new requirements to apply land measures to ready the land to future contracting.
UM.1.5	Draft Land Use requirements	Land use requirements may dictate some support activity.
B.2.4	Transfer Inquiry / Request to appropriate office	Transfer request for land use technical assistance or support.

9.2 Successors. *Successors are processes that either use information produced by this process or that must be executed as a result of performing this process.*

Process No.	Name	Condition of Relationship
UM.3.2	Contract for Support Activity	Support Activity provides requirements for other support processes.
UM.3.3	Perform Program Support Activity	Support Activity provides requirements for other support processes.
UM.3.4	Provide Land Use Technical Assistance	Support Activity provides requirements for other support processes.

10. Comments *Summarize any discussion, problems, issues or recommendations that should be considered when reviewing process performance. Category Values (Note, Best Practice, Decision, Problem, Issue, Recommendation)*

Category	Comment
	None